



*Opportunity.
Dignity.
Hope.*

**~ Enable the Children ~
Sierra Leone**

Job Title: Occupational therapist for Enable the Children

Location: Freetown, Sierra Leone

Accountability: Enable the Children Program Director

Main Purpose of Job

The main role is to help co-ordinate a specialist occupational therapy service to children and families in the community, assessing children, planning treatment and interventions, undertaking treatment and maintaining associated records. The main focus of the role will be working with children with behaviour difficulties and school going children. Also, the role holder will be expected to take a lead in building the capacity of the Enable the Children team through training and development of local rehabilitation staff.

Main Duties and Responsibilities

- To provide an integrated occupational therapy service to children, young people and their families, especially those with behavior difficulties and those going to school.
- To co-ordinate and take a lead in training programs for rehabilitation staff, both ETC and governmental staff, as well as students to build capacity within the team and across Sierra Leone.
- To assist in the planning, development, and evaluation of Enable the Children's therapy services.

Clinical:

- To provide an occupational therapy service within the specialist area of pediatrics. This will involve encountering conditions not commonly seen in the Western World, and the post holder should be prepared to work in a variety of settings, such as homes and schools.
- The post holder will complete a comprehensive therapy assessment and treat children in the areas of gross and fine motor skills, teaching caregivers how to improve and manage their child's condition. These areas include handwriting, personal safety, problem solving, visual perceptual skills, perceptual skills, sensory processing dysfunction and defensiveness, social skills, moving and handling, daily living, and independence skills.
- The post holder will be expected to assess and formulate treatment plans for children from 0-18 years old with a variety of conditions.
- The post holder will assess children for necessary equipment and work with the local therapy staff and contractors to provide equipment such as specialist seating, standing aids, specialist toys, splints, handwriting aids and ADL equipment.
- To maintain child records and record activity data in accordance with professional and standards and to provide specialist therapy reports as necessary.
- To comply with WHI's ethics and professional conduct documents and local and national policies and procedures.
- Observe and maintain strict confidentiality with regards to any patient/family/staff records and information in line with the requirements of the Data Protection Act.

Communication:

- Liaise with parents, carers, schools, acute hospitals, medics, other health professionals, child and family nurses, government agencies, Non-Government Organizations and other charitable organizations. To communicate effectively with all these agencies appropriately, often information handled will be sensitive and highly complex.
- Contribute to ETC's and WHI's internal communication strategies ensuring effective two-way communication and engagement within the organization.
- To ensure effective liaison with ETC Program Director.
- To work cross-culturally, communicating with a people group with a high level of illiteracy, to whom English is not their first language.
- To work within a team of Sierra Leoneans, continually reviewing communication processes to maximize effective communication and reduce language related misunderstandings.

Education and Development:

- To contribute to the professional development of other staff, through demonstrating clinical leadership, clinical supervision and mentoring as appropriate.
- To capacity build within the team, and within the rehabilitation sector in Sierra Leone by developing training opportunities and sharing appropriate skills.
- To maintain professional practice by attendance at in-service and external training courses (where available), personal study, long-distance clinical supervision, participation in the appraisal and reflective practice, as well as take part in annual appraisal.
- To take a lead/ be involved in appropriate research activities within ETC.

Human Resources and Administration:

- To work with the ETC Program Director to ensure that all local staff adhere to WHI's services policies, procedures, and standards to guide practice.
- To work the local ETC team to write updates and clinical case studies for donors and reports as required.

Management:

- To be responsible for ensuring all the statistics data forms are completed correctly to collect appropriate data.
- To assist in the organization of events, for example, family support meetings and sports events.
- Delegating management tasks to junior staff and supporting them to achieve tasks given.
- To offer clinical supervision and mentoring to members of the clinical team as required.
- To help with the orientation of visitors and volunteers.

General

- This job description is subject to change in consultation with the post holder. The appointment is to work within Freetown, Sierra Leone providing services to the communities in and around Freetown but travel to different areas of the country may be required.
- You are required to work to policies and procedures relating to safeguarding children and risk management that have been produced by WHI.
- The post holder must at all times carry out his/her duties with equal opportunities.
- To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within WHI.

Contact: Anna.Vines@worldhope.org